



სახელმწიფო შესყიდვების სააგენტო
STATE PROCUREMENT AGENCY

Unified Electronic System of State Procurement

User Manual



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1. System Overview

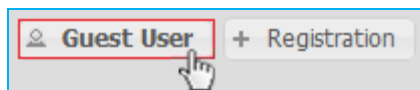
The Unified Electronic System of State Procurement (hereinafter the “System”) is the official portal for State Procurement in Georgia, which ensures open, transparent and competitive environment for any person participating in state procurement procedures.

The screenshot shows the login page of the Unified Electronic System of State Procurement. At the top, there is a logo and the text 'სახელმწიფო შესყიდვების სააგენტო STATE PROCUREMENT AGENCY'. Below this, a welcome message states: 'Welcome to the Unified Electronic System of State Procurement – the official portal of State Procurement in Georgia. It ensures open, transparent and competitive environment for any participant of state procurement procedures. The Unified Electronic System of State Procurement is operated by the State Procurement Agency.' Another message follows: 'The registration at the Unified Electronic System of State Procurement is obligatory only for the procuring entities and the suppliers.' The login section features a blue bar with 'Registered User' and 'Password' input fields, followed by an 'ENTER' button. Below this, there are several buttons: 'Guest User' (with a user icon), '+ Registration', 'Message to the Administrator' (with an envelope icon), 'Password recovery' (with a key icon), and 'ქართული' (Georgian).

The System is operated by the State Procurement Agency (hereinafter the “SPA”).

The System can be used by any interested person under the status of a Procuring Entity, Supplier and Guest; however the registration in the System is mandatory only for Procuring Entities and Suppliers.

If you are willing to search for the necessary information under a “**Guest**” status (current and completed tenders, information concerning a Procuring Entity and a Supplier, etc.), you should, first of all, log-in through the official webpage of the SPA (<http://procurement.gov.ge>). When you are already in the System a window similar to the one, given below, will be displayed.



By pressing “**Guest**” button you will access the main page.



The System has the search option, which allows for you to quickly, easily and comfortably find any tender-related information you are interested in. To this end you will have to select one (or several relevant) parameter(s) of the necessary information in the left-side window of the System main page, like the one, given on the picture, specifically:

- Number of the Tender Notice
- Name of the Procuring Entity
- Name of the Supplier

➤ **Tender Status:**

When clicking this button, the window, given to the right will be displayed, which will allow you to select one of the following tender statuses;

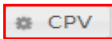
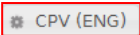
- **Tender Type** (Electronic Tender, Simplified Electronic Tender)
- **Procurement Category:**

When selected, the below window will allow you to select the procurement category.



➤ **CPV Codes:**

For the selection of the CPV code, you can personally enter the name of the CPV code in the text box of the window shown to the right. After typing, at least, 3 letters, as shown below, the System will allow you to automatically select the respective procurement object according to the letters, typed by you.

By clicking  button the System will display the list of CPV codes. By clicking  button the System will display the list of original, English names of the codes.

➤ **Tender Announcement Date**

➤ **Amount (Minimum and Maximum)**

After specifying one or several respective parameters in the search window, please, click the **“Search”** button and tenders compatible with the parameters specified by you (if there are such) will be displayed.

Attention!!!

Any user (**“Procuring Entity,” “Supplier,” “Guest”**) can search for the necessary information within the System using the above-described option.



2. Registration

How to get registered as a Procuring Entity or Supplier?

For the registration in the System, first you have to log in via the official web-page of the SPA (www.procurement.gov.ge). Once you are logged-in, the below window will appear on the screen with the button „**Registration**“.



By pressing “**Registration**” button the screen will display the registration related fields¹.

The screenshot shows the 'User registration' form. At the top, there are navigation links: Registration, Activation code request, Message to Administrator, Password recovery, and LOG-IN. The form fields are as follows:

- User type***: A dropdown menu with a red arrow pointing to it.
- Legal form***: A dropdown menu.
- Company Name***: A text input field.
- Identification code***: A text input field.
- Country***: A dropdown menu.
- City/town/village***: A text input field.
- Address***: A text input field.
- Phone***: A text input field.
- Fax**: A text input field.
- E-Mail***: A text input field.
- E-Mail (confirm)***: A text input field.
- Web address**: A text input field with 'http://' pre-filled.
- First name, Last name***: A text input field.
- Username***: A text input field.
- Password***: A text input field.
- Password (confirm)***: A text input field.
- Security code***: A CAPTCHA image with a 'Redraw' button.

Below the fields, there is a checkbox for 'I have read and accept' and a link to 'Terms and conditions for the use of the Unified Electronic System of State Procurement'. At the bottom is a 'Registration' button.

First of all, press the “**User Category**” list-box and the window, like the one given to the right, will be displayed on the screen. With the help of the list – box you will be able to select the type of user (“**Supplier**,” “**Procuring Entity**”), you would like to get registered in the System as.

This screenshot shows a close-up of the 'User type*' dropdown menu. The menu is open, displaying two options: 'Supplier' and 'Procuring Entity'. The 'Company Name*' field is visible below the dropdown.

Attention!!!

The only difference between the registration of a Supplier and a Procuring Entity is the “**Legal Form**” field. All the other fields are identical.

^F **Field** – Any place, where a System users enters specific data (e.g. name, identification code, etc.)



When registering as a **“Supplier”**, please, press **“Legal Form”** list-box after specifying the user type. The window, like the one given to the right will be displayed on the screen. With the help of the list-box you will be able to select the respective legal form.

When registering as a **“Procuring Entity”**, please, press **“Legal Form”** list-box after specifying the types of a user. The window, like the one given to the right will be displayed on the screen. With the help of the list-box you will be able to select the respective legal form.

- **Full name/Name;**
- **Identification Code;**
- **Country;**
- **City/Town/Village**
- **Address** (Registered address);
- **Telephone** (Official contact number);
- **Fax** (Contact fax number);
- **E-mail** (It is necessary to specify an active, valid e-mail address, where the registration confirmation message and activation link will be sent. By pressing this link your registration will be activated);

Attention!!!

In the case of change of any contact data indicated by you during the registration (address, telephone number, e-mail, web-page), the respective changes should necessarily be made in the System without delay.

It is expedient to indicate your office (corporate) e-mail address for registration purposes.



- **Re-type e-mail** (It is not recommended to just copy the e-mail from “**E-mail**” field, because if the e-mail address was typed incorrectly in the previous field, the mistake will be repeated and you will not be able to receive the activation code to incorrectly specified e-mail);
- **Web-page** (Official web-page URL address);
- **Full name** (The first and the last name of the user);
- **Username** (Name for logging in² which should consist of at least 5 symbols);
- **Password** (Should consist of at least 5 symbols);
- **Re-type password**;
- **Security code** (symbols shown on the picture);
- **I have read and accept *** **Terms and conditions for the use of the Unified Electronic System of State Procurement** 

By clicking the text “**The Terms of Use of the Unified Electronic System of State Procurement**”, the terms and conditions of use of the System will be displayed on the screen. A user is required to select “**I have read and accept**” field and accept the read terms of use by clicking, “**I accept**” button. Without these procedures a user will not be able to get registered in the System.

Attention! For Bidders!

An offer made within last 30 seconds of period allocated for bid price offer (both in prime time and additional rounds) may not be reflected in the system owing to the period of time necessary to access the server. In this case the SPA does not bear the responsibility for the reflection of the offer in the system and the risk for the foregoing shall be borne solely by the bidder!

☒ I have read

Remember!!!

It is mandatory to fill in the fields marked with red asterisk upon registration as a System User. The System will not register you if you do not or incorrectly fill in these fields (re-type the username, retype the e-mail address, security code) or you do not accept the “**The Terms of Use of the Unified Electronic System of State Procurement**.”

After filling in the above mandatory field and accepting „**The Terms of Use of the Unified Electronic System of State Procurement**” the System will register the user as a Supplier/Procuring Entity by pressing the “**Registration**” button and the following picture will be displayed on the screen:

Registration request (Your user name) accepted.
Check Your mailbox for activation link. (Your E-mail adress)

2.1 Activation of a Registered User

Following the registration the User is required to open the e-mail message and click the activation link for the activation of the User. The User will not be able to log-in without using the link. The activation link should be followed as shown on the picture below.

² **Logging-in** - An action undertaken by a registered System user under own username and password.



User: your user name

To activate registration [follow this link](#) 

After the activation the User will be able to log-in and enjoy the rights associated with the respective type of User. A Contender Procuring Entity is entitled to log-in and enjoy the search option, but is not entitled to enjoy all the rights of a procuring entity (e.g. is not entitled to announce a new tender), until it is registered as a Procuring Entity in compliance with all the respective procedures.



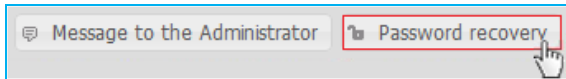
A Contender Procuring Entity shall press the button to the left and will be moved to the new page, where it is explained what are the additional procedures to be followed in order to get registered as a Procuring Entity. This page also has the button shown on the picture below, and after pressing the button concerned the Contender Procuring Entity will print the data to be annexed to official request.

print the data to be annexed to official request.



3. Password Recovery

If you want to recover your password as a System User through the official webpage of the SPA (www.procurement.gov.ge) you will have to access the log-in page, where the window similar to the one given below will appear on the screen, with the button: **"Password Recovery"**.



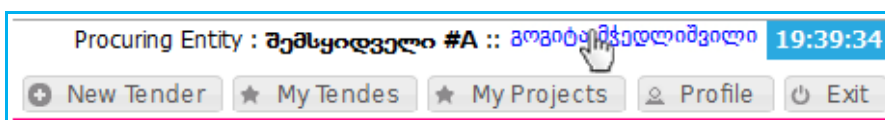
By pressing **"Password Recovery"** button the fields, necessary for password recovery will appear on the screen, as shown on the picture below, specifically:

- **Username** (the Username you specified upon registration);
- **User e-mail**;
- **Security Code**;

After filling in the above fields, you will have to press the **"Send"** button, then you will be able to log-in the System with a new password (which will be sent to your e-mail address).

3.1 Change a Password

After receiving a new password, you will be able to change the password, sent by the System, with the own one. To change the password you will have to click on your username in the upper right corner of the screen, as shown on the picture.



By clicking the username, as shown on the picture, the fields, necessary for changing the password, will be displayed on the screen, specifically:

- **Old Password**;
- **New Password**;
- **Retype the New Password**



Change Pass word

All fields are required

Old pass word

New Pass word

New Pass word (again)

Change Close

After filling-in all the necessary fields, the password will be changed by pressing **“Change”** button and the message, similar to the one shown on the picture will be displayed. By pressing **“Close”** you will return to the main page.

Change Pass word

Pass word not changed. Incorrect old pass word.

Close



4. User Profile

4.1 Profile of a Procuring Entity

By pressing “**Profile**” button the information entered by you about yourself will be displayed, as shown on the picture below (name, identification code, etc.). You will be able to update personal information any time by pressing “**Edit**” button.

Company Profile

★ Main Contacts Documentation Themes Users

Procuring Entity Legal Entity of Public Law
State Procurement Agency

Identification code 204428510

Country Georgia

City/town/village City

Address 28 Pekini Ave.

Phone +995 32 382184

Fax +995 32 382184

E-Mail info@procurement.gov.ge

Web http://www.procurement.gov.ge

Edit Profile

After pressing “**Edit**” button the following window will be displayed with respective fields. After updating the relevant field you will make a change by pressing “**Enter**” button or will cancel the change by pressing “**Cancel**” button.

Company Profile

★ Main Contacts Documentation Themes Users

Legal Form Legal Entity of Public Law

Procuring Entity State Procurement Agency

Identification code 204428510

Country Georgia

City/town/village City

Address 28 Pekini Ave.

Phone +995 32 382184

Fax +995 32 382184

E-Mail info@procurement.gov.ge

Webpage http://www.procurement.gov.ge

Save Cancel



Remember!!!

Following the registration of a **“Contender Procuring Entity”** as a Procuring Entity by the System, the SPA will change the following three fields in the entity profile: **“Legal Form,” “Entity Name,” “Identification Code”** against a written application of the Procuring Entity concerned.

By pressing **“Contact Persons”** in the profile the Procuring Entity will display the window on the screen, like the one given below, where you will see the data of the Procuring Entity’s contact person. With the help of **“Add,” “Edit,” “Delete”** buttons you can add, edit or, if necessary, delete the information concerning a contact person.

After pressing **“Add”** button the window like the below picture will be displayed, where all the fields should be filled in. After filling in the fields you will nominate the contact person of your organisation by pressing **“Enter”** button.

By pressing **“Categories of Consolidated Tender”** button the window like the below picture will be displayed, with the help of which window you will be able to specify one or more CPV codes of a consolidated tender (after entering, at least, 3 letters the System will automatically display the list of procurement objects corresponding to the letters entered by the Supplier. By pressing **“CPV Codes”** button the System will itself display the list of CPV codes).



By pressing “**Users**” button the user data – the first name, the last name and e-mail address will be displayed like the picture given below with the indication of specific status (Active, Grantor).

Company Profile				
★ Main 👤 Contacts 📁 Documentation ⚙ Themes 👤 Users ➕ Add User ✎ Edit				
User	E-Mail		Active	Grantor
გოგიტა მჭედლიშვილი	g.mchedlishvili@napr.gov.ge	31.07.2010	✓	✓
თორნიკე ამონაშვილი	gogita-3@posta.ge	გოგიტა მჭედლიშვილი :: 02.08.2010	✓	✗

A Procuring Entity is able to update the information concerning a specific user with the help of “**Edit**” and “**Add**” buttons, or, in the case of need, add the other person according to the order, given below and specify the respective status. It is prohibited to substitute the first and the last name of a user, registered in the System with the first and the last name of a new user. You have to deactivate the user, who is not entitled to operate within the System on behalf of your organisation (switch off the status “**Active**” in the profile). A Procuring Entity is required to click the “**Add**” button in order to add a new user. The window like the one given below will appear on the screen with the following fields:

- **The first and the last name;**
- **Username;**
- **E-mail;**
- **Password;**
- **Re-type the password** (for precision purposes);
- **Active** (box to be ticked) – By ticking this box the Procuring Entity makes the person concerned entitled to log-in and conduct an e-tender;
- **Grantor** (box to be ticked) – By ticking this box the Procuring Entity makes the person concerned a privileged user, who is entitled to edit the profile, upload the procurement plans and reports along with conducting e-tenders. A Grantor is entitled to add a new user or/and change the status of a current user.

Attention!!!

Without the “**Active**” status a User will not be able to log-in.

After filling in the fields shown on the picture, you have to press “**Enter**” button for the System to save the entered data.

4.2 Profile of a Supplier

By pressing “**Profile**” button the information entered by you about yourself will be displayed, as shown on the picture below (name, identification code, etc.). You will be able to update personal data any time by pressing “**Edit**” button.



Company Profile

Main Contacts Fields of interest Users

Supplier Limited Liability Company (LLC)
MASTER-PRI

Identification code 31028004410

Country Georgia (995)

City/to wn/village City

Address 18 St. Nikoloz/N. Chkheidze str., 0102 Tbilisi, Georgia

Phone +995 01 02 03

Fax +995

E-Mail gmchedlishvili@spa.ge

Web http://

Edit Profile

After pressing “**Edit**” button the following window will be displayed with respective fields. After updating the relevant field you will make a change by pressing “**Enter**” button or will cancel the change by pressing “**Cancel**” button.

Company Profile

Main Contacts Fields of interest Users

Supplier Joint Stock Company (JSC)

Procuring Entity MASTER-PRI

Identification code 028004410

Country Angola

City/to wn/village City

Address 18 St. Nikoloz/N. Chkheidze str., 0

Phone +995 120765

Fax +995555-00099

E-Mail gmchedlishvili@spa.ge

Webpage http://

Save Cancel

Remember!!!

Once the Supplier participates in bidding (or presents the electronic guarantee) only the SPA is entitled to change the following three fields in the entity profile: “**Legal Form,**” “**Entity Name.**” “**Identification Code**” against a written application of the Supplier concerned

By pressing “**Contact Persons**” button in the profile the Supplier will display the window, like the one below, where you will see the data of the Supplier’s contact person. With the help of “**Add**”, “**Edit**”, “**Delete**” buttons you can add, edit or, if necessary” delete the information concerning a contact person.



By pressing **"Fields of Interest"** button the window like the below picture will be displayed, with the help of which window the Supplier will be able to specify one or more suitable tender categories. In the case of announcement of a tender, corresponding marked categories, the Supplier will receive a message concerning the tender, the former is interested in.

By pressing **"Users"** button the user data – the first name, the last name and e-mail address will be displayed, as on the picture below, with the indication of specific status (Active, Grantor).

User	E-Mail	Active	Grantor
გოგიტა მჭედლიშვილი	g.mchedlishvili@napr.gov.ge	31.07.2010	✓
თორნიკე ამონაშვილი	gogita-3@posta.ge	გოგიტა მჭედლიშვილი: 02.08.2010	✗

A Supplier is able to update the information concerning a specific user with the help of **"Edit"** and **"Add"** buttons, or, in the case of need, add the other person according to the order, given below and specify the respective status. It is prohibited to substitute the first and the last name of a user, registered in the System with the first and the last name of a new user. You have to deactivate the user, who is not entitled to operate within the System on behalf of your organisation (switch off the status **"Active"** in the profile). A Supplier is required to click the **"Add"** button in order to add a new user. The window like the one given below will appear on the screen with the following fields:

- **The first and the last name;**
- **Username;**
- **E-mail;**
- **Password;**
- **Re-type the password** (for precision purposes);
- **Active** (box to be ticked) – By ticking this box the Supplier makes the person concerned entitled to log-in and participate in bidding;



- **Grantor** (box to be ticked) – By ticking this box the Supplier makes the person concerned a privileged user, who is entitled to edit the profile, upload the procurement plans and reports along with conducting e-tenders. A Grantor is entitled to add a new user or/and change the status of a current user.

Attention!!!

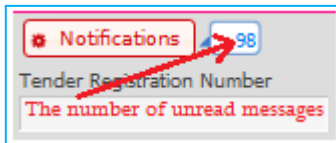
Without the “**Active**” status a User will not be able to log-in.

After filling in the fields shown on the picture you will have to press “**Enter**” button for the System to save the entered data.

The screenshot shows a web application window titled "Company Profile". It has a tabbed interface with four tabs: "Main", "Contacts", "Fields of interest", and "Users". The "Users" tab is currently selected. Inside the "Users" tab, there are several input fields for user registration: "Firstname, Lastname", "Username", "E-Mail", "Password", and "Password (confirm)". Below these fields are two checkboxes: "Active" and "Grantor". At the bottom of the form, there are two buttons: "Save" and "Cancel". A red rectangle highlights the "Save" button, and a mouse cursor is pointing at it.



5. Notifications



By clicking “**Messages**” button a message, like the below picture will be displayed on the screen.

		28.04.2011 12:52 New in the Programme Announce Tenders with price list
		15.04.2011 11:41 New User Manual, Version 2.0
		06.04.2011 20:59 New in the Programme Internal message service

A Supplier receives both the news concerning the System and messages about tenders announced with respect to categories, specified by the former in “**Fields of Interest**” field on the profile page. The below picture portrays the messages page of the Suppliers, displaying news, circulated by the SPA and message circulated by the System concerning „Fields of Interest”.

		06.09.2011 15:19 Simplified tender was announced in field, you are interested in CPV: 09100000
		06.09.2011 15:04 Simplified tender was announced in field, you are interested in CPV: 03400000
		15.04.2011 11:41 New User Manual, Version 2.0
		06.04.2011 20:59 New in the Programme Internal message service

The yellow envelope means an unread message and the open one – the already read one.



6. Procurement Plans and Reports

6.1. Procurement Plans

Once the SPA registers a **"Contender Procuring Entity"** as a Procuring Entity, the latter will acquire the right to announce a tender. The Procuring Entity is required to upload the procurement plans before the announcement of a tender. To this end the Procuring Entity has to log-in and press **"Documentation"** button in the window which will appear after clicking **"Profile"** button. Then the window like the below one will be displayed.

1. Select **"Procurement Plans"** in **"Document Type"** field;
2. **Amount**
3. **"Description of a Document"** field should provide for the description of the document.

When these fields are filled-in, the procurement plan will be created in the System by pressing **"Enter"** button. The format of a procurement plan is given on the below picture.

The next procedure of creation of a procurement plan is the attachment of the respective document to the plan concerned. For the attachment of the respective document to procurement plan you will have to select the plan, and then the document attachment window will appear. An example of document attachment is given on the below picture.



When document attachment window is displayed after selecting procurement plan, you press the „Browse” button, which will allow you to select the “**Procurement Plan**” documentation in *PDF format* , then you briefly describe the essence of the document concerned in “**Description**” field and finally upload the selected document in the System by pressing “**Attach**” button. If you want to delete the Procurement Plan, you can do it by pressing “**Delete Document**” button. The documents should be attached to each procurement plan according to the same procedure; the number of documents is not limited. The example of a document, attached to a plan is shown on the picture, given below.

Remember!!!

“**Procurement Plan**” and “**Report**” can be deleted only before the attachment of the relevant document, but if, at least, one respective document is attached to the aforementioned entry, the “**Delete Document**” button is not accessible and the entries cannot be deleted.

In the case of uploading a wrong document in a procurement plan it should be cancelled and the correct document should be uploaded. For the cancellation of a document, you will have to press the button next to the document and the document, cancelled by you, will be crossed. Please, see below an example of the afore-described procedure.



Government Procurement Plan for 2011
30.08.2011 15:02 :: გოგა მჭედლიშვილი

Adjusted Purchase Plan
30.08.2011 14:59 :: გოგა მჭედლიშვილი

Choose file (max. 8MB)
 Browse...

Choose description

Attach

6.2 Reports

A Procuring Entity is required to upload quarterly or/and annual reports in **“Reports”** field. To upload reports the Procuring Entity is required to log in and press **“Documentation”** button in the window, which will appear after pressing the **“Profile”** button. Then the picture like the one given below will be displayed.

2011 Annual documentation Quart.

Procurement Plans
Procurement Plan
30.08.2011 14:35 :: გოგა მჭედლიშვილი

Document type
Reports

Quarter
2 / 2011

Amount
0

Document description

Save

1. Select **“Reports”** in **Document Type** field;
2. **“Quarter”**
3. **Amounts**
4. The document should be described in **“Document Description”** field;

After selecting the above fields the report will be created in the System by pressing **“Enter”** button. The format of the report is given on the picture below.

2011 Annual documentation Quart.

Procurement Plans
procurement report
30.08.2011 14:35 :: გოგა მჭედლიშვილი

2

The procedure to follow the creation of a report is the attachment of the relevant document to the mentioned report. To attach the respective document to the reports, you will have to select the **“Reports”** form and the document attachment window will be displayed on the screen. The document is attached and cancelled according to the same procedure as used for uploading procurement plans in the System (see 5.1. Procurement Plans).

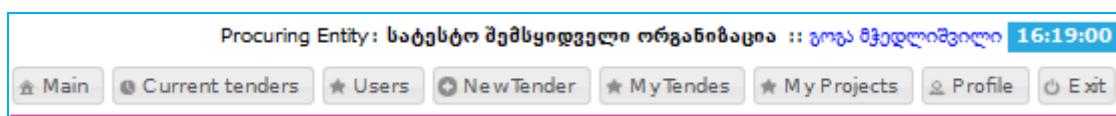


7. Electronic Tender and Simplified Electronic Tender

For User Manual purposes, the electronic tender/simplified electronic tender procedures can be divided into three steps: *the first step* - announcement of a new e-tender by a Procuring Entity,³ *the second step* - participation of a Supplier in the e-tender and *the third step* – identifying the winner and awarding a state procurement contract.

7.1 Announcement of an E-Tender by a Procuring Entity

A Procuring Entity, as a registered user of the System, has to log in under own username and password for the announcement of a new e-tender. After logging-in the window like the picture, given below, will be displayed on the screen with the following functional buttons:



- **Main** – By pressing this button you will be able to return to the main page;
- **Tenders Today** – By pressing this button you will see the list of tenders, the deadline of submission of bids of which expires today or have already expired;
- **Users** – By pressing this button you will be able to search for data concerning any user (Procuring Entity, Supplier, Contender Procuring Entity, Black Listed Company/Person);
- **New Tender** – By pressing this functional button you will be able to announce an electronic tender and simplified electronic tender or create a draft tender notice;
- **My Tenders** - By pressing this button you will see the draft tender notices, prepared by you or/and chronological list of tenders, announced by you;
- **My Drafts** – By pressing this button you will see the list of draft tender notices, prepared by you;
- **Profile** – By pressing this button the information entered by you into the System will be displayed on the screen (name, identification code, etc.). By using “**Edit**” button you will be able to update the information about you any time.

Attention!!!

Any amendment made to profile data should be immediately reflected in the System.

- **Log-out**- By pressing this button you will log out. It is mandatory to press “**Log-out**” button after the end of each working session in order to protect data concerning your organisation.

As already mentioned, you must use the “**New Tender**” button to announce a new tender. After pressing this button, the window like the one given below, will be displayed.

³ **E-tender** – for the purposes of this User Manual shall mean an electronic tender and simplified electronic tender.



First of all, you have to select the Tender Type, like the picture below – *Electronic Tender or Simplified Electronic Tender*.

After the selection of tender type you have to fill in the fields, which are identical for both types of e-tenders: (Electronic Tender or Simplified Electronic Tender).

- In CPV **code** textbox you can specify the CPV code. After typing at least 3 letters, the System will allow you to select the procurement object, corresponding the letters, types by you. By pressing “Select” button the System will display the hierarchical list of CPV codes, from which you can choose the desired one.



Attention!!!

Upon announcement of e-tender it is mandatory to select the most detailed CPV code for the respective procurement object. The higher hierarchical category should be chosen only when the foregoing deems impossible; the name of specific procurement object should be specified in “**Additional Information**” field.

- **Additional Information;**
- **Number or volume of procurements;**
- **Supply period;**
- **Bid submission deadline:** (this field automatically counts the minimum period for the submission of a bid according to the selected type of tender - Electronic Tender or Simplified Electronic Tender);
- **Trading with a Pricelist:** In the case of selection of “Trading with a Pricelist” the “**Procurement Estimated Value**” will be substituted by “**Pricelist Estimated Value**” field and one more additional mandatory field will appear: “**Contractual Value of Procurement Object.**” The screenshots of these fields are given on the below picture.

Attention!!!

“**Pricelist Estimated Value**” and “**Contractual Value of Procurement Object**” fields can be seen and filled in only after selection “**Trading with a Pricelist,**” and this means a **specific case of procuring a service through conducting a tender** .

- **Procurement Estimated Value in GEL** (After selecting “Simplified Electronic Tender” in Tender Type the System will specify the maximum procurement value - up to **200 000 GEL**);
- **Tender Bid Should be Submitted Exclusive/Inclusive VAT;**
- **Bid Reduction Step in GEL** (**0,4%-2%** of the Procurement Estimated Value will be mechanically entered into this field. Within these limits, specified by the System you will have to choose the Bid Reduction Step acceptable for you).

After filling in all the above listed fields you will have to press “**Enter**” button if you want the System to save the data concerning the Tender Notice – otherwise you press “**Cancel**” button.

By pressing “**Enter**” button the data concerning the Tender Notice will be entered into the list of draft Tender Notices (“**My Drafts**” button) and the window, like the one given below will appear on the screen.



Tender	Tender Documentation	Offers	Results
Tender type Electronic Tender Tender Registration Number N/A Tender proceeding status Draft call for tender Procuring entity არარეზიდენტთა სამართლებრივი დახმარების სააგენტო Tender announcement date 08.08.2011 18:56 Bids accepted from 07.09.2011 00:00 Deadline for bid submission 12.09.2011 18:00 Estimated value of procurement 120 GEL Bid should be submitted Including VAT Classifier (CPV) code 09100000 - Fuels Classifier (CPV) code and specific procurement object 09100000 - Fuels			
Additional Information Date of supply Every day until 2011-2012, in compliance with the volume demanded by the procuring organization Amount or Volume of Procurements 1000ლ Supply Period 56 დღე Bid reduction step (GEL) 2 GEL Guarantee amount 1 GEL Guarantee validity period 60 Days Tender Link: http://tenders.gov.ge/public/?go=6488 Send			
Edit Register Print Erase Project			
Saved by: სოფო ბერიშვილი :: 08.08.2011 18:35 Last modified by: სოფო ბერიშვილი :: 08.08.2011 18:56			

The System allows you to introduce the necessary amendments into the draft tender notice with the help of “**Edit**” button, to print it out by pressing “**Print**” button or even delete from the System with the help of “**Delete Draft**” button.

If you want your draft tender notice to become a tender notice, you have to press “**Tender Documentation**” button and the window like the picture, given below will be displayed on the screen.

Tender documentation
 No documents attached

Attach new file (PDF format. Max. size 8 megabytes)

File C:\Users\Administrator\Desktop\satest

Description

Then you will have to press “**Browse**” button which will allow you to select the Tender Documentation stored on your computer in **PDF format**, then you have to provide a short description thereof in “**Description**” field and finally, upload the selected document into the System by pressing “**Attach**” button.

Attention!!!

Any document you upload into the System should be in **PDF format** and its size should not exceed 8 Megabytes.

An uploaded document can be deleted only before the registration of a tender notice, following that the document can only be cancelled (with the help of “**Cancel/Activate**” button) and a new file can be uploaded. After cancellation the document will be crossed, that means that it is not active (valid), however it can be viewed.



After the accomplishment of this procedure you will have to return to Tender notice field and press **“Registration”** button, following that the tender notice will acquire the unique number and status: **“Tender Announced”** and stored in the list of tenders announced by you (button **“My Tenders”**); all the interested persons will be able to see the Tender notice and make their bids in full compliance with the respective procedure.

Remember!!!

A tender announced by you can be cancelled any time except for the case when the tender has the status: **“Contract Awarded.”**

In the case of **“Tender Announced”** status a Procuring Entity has the right to edit the Tender notice. Unlike draft Tender notice, when the Procuring Entity could delete the document, in the case of a registered Tender notice the document can only be cancelled and a new file could be uploaded. A document can be cancelled by pressing **“Cancel/Activated Document”** button.

Tender SPA 110000607 Tender Documentation Offers Results

Tender documentation

Attached files	Date / Author	Views
Tender Documentation_Bidding Documents.pdf	30.08.2011 18:06 გოგა მჭედლოძე	5

Attach new file (PDF format. Max. size 8 megabytes)

File

Description

After the cancellation of the document, the Procuring Entity will select the new file and upload the new document by pressing **“Attach”** button. The example of a cancelled document is given on the picture below. The cancelled document is accessible for any user and it can be opened and viewed similar to the active one.

Tender SPA 110000607 Tender Documentation Offers Results

Tender documentation

Attached files	Date / Author	Views
Tender Documentation_Bidding Documents.pdf	30.08.2011 18:06 გოგა მჭედლოძე	5
SPA110000607_Bidding Documents.pdf	30.08.2011 18:43 გოგა მჭედლოძე	0

New Document

Attach new file (PDF format. Max. size 8 megabytes)

File

Description

The maximum amount of Procurement Value of a simplified tender is up to **200 000 GEL**. The Procuring Entity is entitled to announce a simplified electronic tender as an exemption from monetary threshold when it has the respective permission from the Government of Georgia (GoG). For monetary threshold violation



purposes the Procuring Entity should upload the permission document, and then it will have the right to announce simplified electronic tender, the estimated value of which is **200 000** or more than **200 000 GEL**. An example of attachment of the exemption document is given on the below picture.

Exemption document
No documents attached

Attach new file (PDF format. Max. size 8 megabytes)

Type: Monetary Threshold Exemption

File: C:\Users\Administrator\Desktop\satest Browse...

Description: Attach

Remember!!!

After registration a Tender notice can be edited only while it has the status **“Tender Announced”**. Subject to editing are all the fields, except for the Type of the Tender, Type of the Pricelist and Procurement Object. When the Tender acquires status: **“Bidding Commenced”**, no editing can be done to the Tender notice.

The below picture demonstrates the case of a registered tender notice.

Tender
Tender Documentation
Offers
Results

Tender type Electronic Tender

Tender Registration Number SPA 110000580

Tender proceeding status Tender announced

Procuring entity არარეზიდენტთა სამართლებრივი დახმარების სააგენტო

Tender announcement date 08.08.2011 18:56

Bids accepted from 07.09.2011 00:00

Deadline for bid submission 12.09.2011 18:00

Estimated value of procurement 120 GEL

Bid should be submitted Including VAT

Classifier (CPV) code

- 09100000 - Fuels

Classifier (CPV) code and specific procurement object

- 09100000 - Fuels

Additional Information

Date of supply Every day until 2011-2012, in compliance with the volume demanded by the procuring organization

Amount or Volume of Procurements 1000ლ

Supply Period 56 დღე

Bid reduction step (GEL) 2 GEL

Guarantee amount 1 GEL

Guarantee validity period 60 Days

Tender Link: <http://tenders.gov.ge/public/?go=6468> Send

▼ History
 Print
▼ Chronology

Saved by: სოფო ბერიშვილი :: 08.08.2011 18:35

Last modified by: სოფო ბერიშვილი :: 08.08.2011 18:56

The button **“History of a Tender notice”** is visible only when an amendment is made to the Tender notice. Pressing of this button will display the detailed information concerning amended fields. By pressing **“Print”** button you will be able to print out a Tender notice and by pressing **“Chronology”**



button you will see the dates of each amendment made to the status of the Tender starting from its announcement.

7.1.1 Tender Cancellation

If you want to cancel the tender, you will have, first of all, to access the specific e-tender, announced by you and press the **“Results”** button. After pressing the button the following window will be displayed on the screen:

By pressing **“Tender Cancellation”** button the window similar to the below picture will appear on the screen. It allows you to upload the minute on tender cancellation, without uploading which you will not be able to assign **“Tender Cancelled”** status to the Tender.

After uploading the minute on tender cancellation, you will be able only to substitute the mentioned document (in the case it was wrongly uploaded) and assign **“Tender Cancelled”** status to the Tender.

Remember!!!

After uploading the minute on tender cancellation you will be able only to assign **“Tender Cancelled”** status to the Tender.

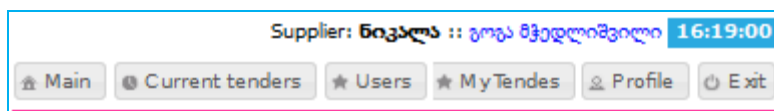
In the case of incorrectly uploaded document the SPA will not bear any responsibility for consequences and any mistake, conditioned by the carelessness of a user will be the sole responsibility of the user concerned.

After uploading the aforementioned minute the **„Tender Cancellation”** button will appear. By pressing this button the final **“Tender Cancelled”** status is assigned to the tender and the tender having the foregoing status will look like the picture, given below.



7.2 Supplier's Participation in the Tender

In order to participate in an e-tender a Supplier, should be logged-in under own username and password. Once the Supplier is logged-in, the window like the below picture will be displayed with the following functional buttons:



- **Main** – By pressing this button you will be able to return to the main page any time;
- **Tenders Today** – By pressing this button you will see the list of tenders, in which the deadline of submission of bids expires today or has already expired;
- **Users** – By pressing this button you will be able to search for data concerning any user (Procuring Entity, Supplier, Contender Procuring Entity, Black Listed Company/Person);
- **My Tenders** – By pressing this button you will see the list of tenders, you are participating/have participated in;
- **Profile** – By pressing this button the information entered by you into the System will be displayed on the screen (name, identification code, etc.). By using “**Edit**” button you will be able to update the information about you any time.

Attention!!!

Any amendment made to profile data should be immediately reflected in the System.

- **Log-out**- By pressing this button you will log out. It is mandatory to press “**Log-out**” button after the end of each working session in order to protect data concerning your organisation.

In order to participate in an e-tender, you, as a Supplier, will have to search for the desired tender notice. After the selection of a specific tender notice the window like the picture, given below, will be displayed. By pressing “**Tender notice History**” button you will be able to see the history of the tender notice on the screen, specifically who and when has edited the tender notice, also the detailed information about amended fields. The “**Print**” button will allow for printing out a Tender notice and by pressing “**Chronology**” button you will see the dates of each amendment of the status of the tender starting from the moment of its announcement.



Tender	Tender Documentation	Offers	Results
Tender type Electronic Tender Tender Registration Number SPA 110000580 Tender proceeding status Tender announced Procuring entity არარეზიდენტთა სამართლებრივი დახმარების სააგენტო Tender announcement date 08.08.2011 18:56 Bids accepted from 07.09.2011 00:00 Deadline for bid submission 12.09.2011 18:00 Estimated value of procurement 120 GEL Bid should be submitted Including VAT Classifier (CPV) code 09100000 - Fuels Classifier (CPV) code and specific procurement object 09100000 - Fuels			
Additional Information Date of supply Every day until 2011-2012, in compliance with the volume demanded by the procuring organization Amount or Volume of Procurements 1000ლ Supply Period 56 დღე Bid reduction step (GEL) 2 GEL Guarantee amount 1 GEL Guarantee validity period 60 Days Tender Link: http://tenders.gov.ge/public/?go=6488 Send History Print Chronology Saved by: სოფო ბერიშვილი :: 08.08.2011 18:35 Last modified by: სოფო ბერიშვილი :: 08.08.2011 18:56			

In order to see the tender documentation, you have to press “**Tender Documentation**” button in the tender notice concerned and the window like the one, given below will be displayed on the screen.

Tender SPA 110000592	Tender Documentation	Offers	Results						
Tender documentation									
<table border="1"> <thead> <tr> <th>Attached files</th> <th>Date / Author</th> <th>Views</th> </tr> </thead> <tbody> <tr> <td> Tender Documentation _mimartva.pdf </td> <td> 15.08.2011 17:30 რუსუდან ქიტიაშვილი </td> <td>6</td> </tr> </tbody> </table>				Attached files	Date / Author	Views	Tender Documentation _mimartva.pdf	15.08.2011 17:30 რუსუდან ქიტიაშვილი	6
Attached files	Date / Author	Views							
Tender Documentation _mimartva.pdf	15.08.2011 17:30 რუსუდან ქიტიაშვილი	6							
Open document									

By selecting Tender Documentation and pressing “**Open the Document**” button the tender documentation stored in the System (in **PDF Format**) will be opened.

For the submission of a bid for a specific e-tender you will have to press “**Offers**” button and the window like the one, given below, with the text of an **Affidavit**⁴ will be displayed on the screen.

⁴**Affidavit** – a written document, by signing of which the person concerned certifies the veracity of the data and circumstances mentioned in the document and assumes the responsibility for the veracity of the mentioned data and circumstances commensurate with the procedure, envisaged by law in force of Georgia.



Certificate

Of Independent Bid Determination

For the purpose of participating in the announced tender, I, the undersigned, certify that I have arrived to accompanying bid independently from any competitor. I do hereby also certify, that:

- * I understand, that the bid will be disqualified if this Certificate is found not to be true or/and complete in every respect;
- * I am authorized by the bidder to sign this Certificate and to submit the accompanying bid;
- * Each person, whose signature appears on the accompanying bid, has been duly authorized by the Bidder;
- * For the purposes of this Certificate I understand that the word "competitor" shall include any person, who may appear as a bidder or/and submit a bid in response to this call for bids;
- * There has been no consultation, communication, agreement or arrangement between the Bidder and any competition for the purpose of gaining material benefit or preference, with respect to following issue:
 - bid price;
 - the methods, factors or formulas used to calculate prices;
 - the submission or non-submission of a bid;
 - intentional submission of a bid which does not meet the specifications of the call for bids;
 - the quality, amount, technical specifications or delivery particulars of the procurement objects, to which this call for bids relates;
- * The terms of the accompanying bid have not been or/and will not be, knowingly disclosed by the Bidder, directly or indirectly to any competitor, prior to the date and time of the official bid opening.

☒ I have familiarized myself with the content of this Certificate and hereby certify the veracity of submitted information.



Select

☒ I Agree



For state procurement purposes this Certificate is a written document on independent determination of a bid, the undersigned of which certifies the veracity of the data and circumstances specified in the document on behalf of the Bidder and bears the responsibility for the veracity of the aforementioned data and circumstances commensurate with the procedure, envisaged by law. Violation of the terms and conditions of the Certificate shall be subject to criminal liability under Article 1951 of the Criminal Code of Georgia.

Following the familiarisation with the **Affidavit** text, you certify the veracity of the data, submitted during the tending procedures and your consent by pressing **"I agree"** button, as demonstrated on the picture above. Once you agree to the text of the Affidavit the System will allow you to submit the electronic guarantee by using one of the two possible methods:

7.2.1 Guarantee

Method 1: Money Transfer

If you want to temporary deposit money on the account through your credit card, in order to secure your bid, you will have to select one of the banks from the list-box.

Attention!!!

The online payments can be made by credit cards of any bank, which card should have the online-payment option, assigned by the issuing bank.

By pressing **"Money Transfer"** button you will navigate to on-line payments webpage of the respective bank.



Bid securing mode

Money Transfer

Bank ★ Transfer

Submit electronic guarantee

★ Submit guarantee

After navigating to the **Bank** on-line payment's page, the respective form will be displayed, see on the picture below.

ბანკი ქართუ CARTU BANK VISA MasterCard

Merchant	S.P.A.
Order ID	1013184
Amount	49 GEL

Card details:

*Card number

** Expiry Date: 01 2010

*CVC2

Next >>>

[Click here to go to http://tenders.gov.ge/app/?qo=6548](http://tenders.gov.ge/app/?qo=6548)

ოპერაციის გაგრძელებისათვის გთხოვთ დააჭიროთ ლილავს "შემდეგ>>>"
აღნიშნულ თანხას 49 GEL დავატება ბანკი ქართუს მომსახურების საკომისიო,
რომელსაც იხილავთ გადახდის დადასტურების გვერდზე

VERIFIED by VISA **MasterCard SecureCode.**

* Enter Credit Card Number without dashes or spaces (Example: 0627030729817769)
* CVC2 (Card Verification Code). Three digits located at the the signature panel on the back of the card after the account number.
** Expiration Date is located on the card front side.

In order to temporarily deposit the guarantee amount on the SPA account, you will have to enter the card 16-digit number (without spaces and dashes), specify the card validity period printed on the front page of the card and finally, enter the CVC2 three-digit security code, which is given on the reverse side of the card. After filling in all the mandatory fields you will have to press the "Next>>>" button and the picture, given below will be displayed:

ბანკი ქართუ CARTU BANK VISA MasterCard

Merchant	S.P.A.
Order ID	1013185
Amount	78 GEL
Bank Commission	1.56 GEL
Gross Amount	79.56 GEL

Card details:

*Card number 4787630001834584

** Expiry Date: 01/2010

*CVC2 952

Submit <<< Back

VERIFIED by VISA **MasterCard SecureCode.**

By Pressing "Pay>>>" button the Bank will automatically withdraw the amount from your card and temporarily deposit on the SPA account. This amount will be automatically returned to your account



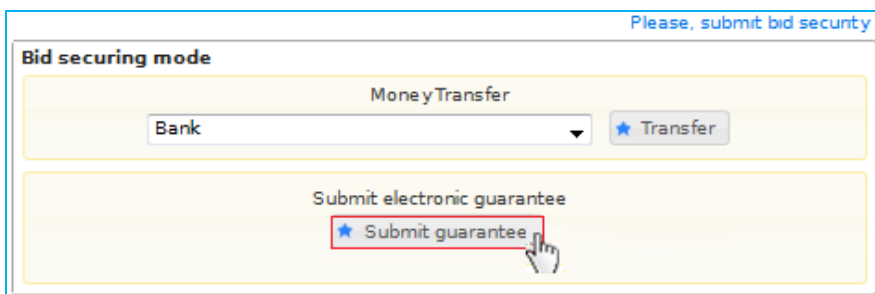
(unless there is a legal ground to enforce the guarantee) only after assigning the final status to the tender ("No Bids Received", "Contract not Awarded", "Tender Cancelled", "Contract Awarded").

An example of successful accomplishment of the transaction and returning to the System is given on the below picture.

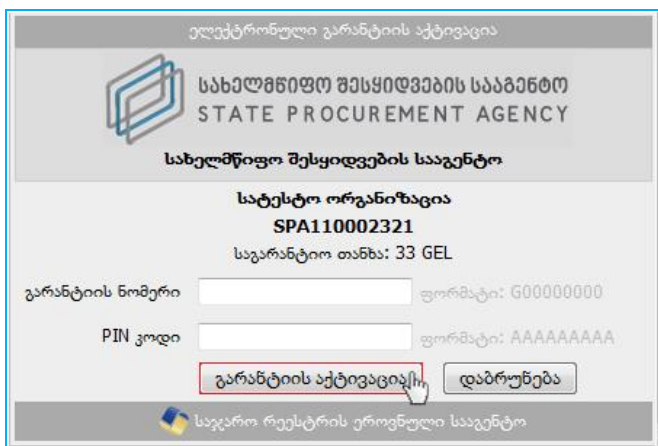


Method 2: Submission of an Electronic Guarantee

If you want to use the electronic guarantee as a bid security, you will navigate to electronic guarantee activation page by pressing **"Submit guarantee"** button, as shown on the picture, given below.



After being redirected to electronic guarantee activation page, the electronic guarantee activation form, shown on the below picture, will be displayed on the screen.





You enter Guarantee “**G11*****124**” number in the first field and “**PIN Code**” – in the second one, which you will receive from the guarantee issuer. By pressing the “**Guarantee Activation**” button you will activate your guarantee. After successful activation of the guarantee you return to System by pressing “**Back**” button.

Attention!!!

Electronic guarantee will be cancelled only after assigning the final status to the tender (“**No Bids Received**”, “**Contract not Awarded**”, “**Tender Cancelled**”, “**Contract Awarded**”) and when there is a legal ground for the cancellation of the guarantee. The guarantee will also be cancelled after the expiry thereof.

7.2.2 Bid Submission Fee

After the submission of electronic guarantee you will have to pay the “**Bid Submission Fee**” via a bank credit card. To this end you select one of the banks from the banks’ list-box.

Attention!!!

The online payments can be made by credit cards of any bank, which card should have the online-payment option, granted by the issuing bank.

You will navigate to the **Bank** on-line payment page by pressing “**Money Transfer**” button.

Please, pay bid submission fee!

Payment of bid submission fee (50 GEL)

Bank ▼ ★ Transfer

After navigating to the **Bank** on-line payment’s page, the respective form will be displayed, see on the picture below.



The screenshot shows a payment form for CARTU BANK, VISA, and MasterCard. The form includes fields for Merchant (S.P.A.), Order ID (1013184), and Amount (51 GEL). Under 'Card details', there are fields for Card number, Expiry Date (01/2010), and CVC2. A 'Next >>>' button is highlighted with a red box and a mouse cursor. Below the form, there is a link to 'http://tenders.gov.ge/app/?go=6548' and a blue banner with Georgian text. At the bottom, there are logos for 'VERIFIED by VISA' and 'MasterCard SecureCode'.

Merchant	S.P.A.
Order ID	1013184
Amount	51 GEL
Card details:	
* Card number	
** Expiry Date:	01/2010
* CVC2	

Click here to go to <http://tenders.gov.ge/app/?go=6548>

ოპერაციის გაგრძელებისათვის გთხოვთ დააჭიროთ ლილავს "შემდეგ>>>"
აღნიშნულ თანხას 49 GEL დაემატება ბანკი ქართუს მომსახურების საკომისიო,
რომელსაც იხილავთ გადახდის დადასტურების გვერდზე

VERIFIED by VISA **MasterCard SecureCode**
[learn more](#)

* Enter Credit Card Number without dashes or spaces (Example: 0627030729817769)
* CVC2 (Card Verification Code). Three digits located at the the signature panel on the back of the card after the account number.
** Expiration Date is located on the card front side.

To make a transaction you will have to enter the card 16-digit number (without spaces and dashes), specify the card validity period printed on the front page of the card and finally, enter the CVC2 three-digit security code, which is given on the reverse side of the card. After filling in all the mandatory fields you will have to press the "Next>>>" button and the picture, given below will be displayed:

The screenshot shows the same payment form, but now with the card details filled in: Card number (4787630001834584), Expiry Date (01/2010), and CVC2 (952). The 'Submit' button is highlighted with a red box and a mouse cursor. A '<<< Back' button is also visible. The 'Gross Amount' is now 51.0 GEL. The bottom section with logos remains the same.

Merchant	S.P.A.
Order ID	1013185
Amount	51 GEL
Bank Commission	1 GEL
Gross Amount	51.0 GEL
Card details:	
* Card number	4787630001834584
** Expiry Date:	01/2010
* CVC2	952

Submit <<< Back

VERIFIED by VISA **MasterCard SecureCode**
[learn more](#)

By pressing "Pay>>>" button the Bank will automatically withdraw the amount from your card and transfer it to the SPA account. After successful accomplishment of the transaction you will return to the System by pressing "Back" button. An example of returning to the System is given on the below picture.



PURCHASE ACCEPTED...	
Merchant	S.R.A.
Descriptor	1013187
Amount	51.0 GEL
Card details	
Card number	478763*****84
Expiry Date:	1001
Outcome:	AttemptedButCardNotEnrolled
3DS Enrollment Code:	N
ECI:	06
Click here to go to http://tenders.gov.ge/app/?qo=6546	

7.2.3 Uploading Technical Documentation

After the payment of bid submission fee you are required to upload the technical documentation, otherwise the System will not allow you to submit a bid.

Attention!!!

In order to participate in a tender it is necessary to upload only the procurement related technical documentation.

The technical information is the data concerning the procurement object and the bidder, uploaded by a bidder into the System, which data is requested by the Tender notice and Tender Documentation, along with qualification documents, which should be submitted by administrative bodies.

For uploading the tender documentation the window like one given on the below picture will be displayed after the payment of bid submission fee.

Pretendent	File	Date/Time	Views
Documents not Available			

Attach Tech. Document (PDF file. Max. 8 megabytes)

File	Description

By pressing “**Browse**” button you will be able to select the technical documentation, stored on your computer and upload them into the System by pressing “**Attach**” button.

After uploading the tender documentation you will be able to see the document, uploaded by you and in the case of detection of some mistake – delete the file by pressing “**Delete Document**” button. Before submission of a bid price you can upload one or more document(s). The technical documentation attached by you will be accessible only for you until the end of e-tendering. It can be



deleted or an additional document can be uploaded after only after the payment of bid submission fee and before you specify the bid price in the System.

Technical Documentation			
Pretendent	File	Date/Time	Views
"შპს ჩინური ტექნიკა"	SPA110000608_Technical Documentation.pdf	02.09.2011 14:29	0

Attach Tech. Document (PDF file. Max. 8 megabytes)

File:

Description:

Please, submit bid price less VAT

Amount (5`441 or unchanged: 5`466)

Attention!!!

Technical documentation can be uploaded or deleted only during the period between the payment of bid submission fee and before you submit the bid price in the System.

7.2.4 Submission of Bid Price within Primetime

Once you assure yourself that the technical documentation is fully and correctly uploaded and you are ready to submit the bid price, you can easily specify the bid price with the help of the window, given below.

Attention!!!

“Please, submit a bid VAT included”. This statement refers only to the “VAT” payer Suppliers.

Please, submit bid price less VAT

Amount (5`441 or unchanged: 5`466)

You have to submit the offered price next to the “**Amount**” field with due consideration of the estimated value and bid reduction step should be accounted for by a bidder in every next case of change of the bid price and not with respect to price offered by the other bidders . Then you have to press “**Offer**” button and the window, like the one, given below will be displayed. With the help of this window, by pressing “**Yes**” button, you will confirm the correctness of the bid price, otherwise you will have to use “**No**” button.

Please, submit bid price less VAT

Offered amount: 5400

Save Offer?



Attention!!!

After pressing “Yes” button on the above picture, it will be impossible to cancel the amount incorrectly specified in bid price field.

When submitting the bid price the System will display the window similar to the picture, given below if the amount, offered by you is abnormally low. If you agree, you will have to confirm your consent by ticking the respective box and then press “Yes” button, otherwise you will have to use “No” button.

Offered amount: **1000**

The amount, offer by you substantially differs from previous offer / procurement estimated value. Mark ☐ to confirm.

☐ Yes ☐ No Select

Attention!!!

The amount last entered into bid price field deems to be the final price, submitted by the bidder.

After submission of the bid price, your offer will appear in the main field of offers, as shown on the picture below. The offers of the other bidders (if there are such), submitted during the primetime are not accessible and the list of Suppliers will appear only after the completion thereof.

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
3 b. CONCORD	46`864 13.09.2011 14:50	47`200 13.09.2011 11:43	[1] View

Attention!!!

Upon submission of a bid, you can see only our own name/technical documentation, as regards the other bidders, their quantity and identity is anonymous and technical documentation and bids – closed. After the expiry of the primetime, the bid will become accessible and after the completion of additional rounds – the other bidders’ identity and technical documentation.

You will not be able to delete the technical documentation uploaded by you once the bid price is submitted.

You have the option to withdraw the bid through the System until the end of reverse auction. To this end you will have to use “**Bid Withdrawal**” button, as shown on the picture below. The withdrawal of a bid is not the ground for the enforcement of the guarantee, submitted by you.

3 Days 21 Hours 55 Minutes 53 Seconds Prime time

Procurement estimated price: 5`466

Supply Period: ხელშეკრულების გაფორმებიდან არაუგვიანეს ორი თვისა



7.2.5 Reduction of Bid during the Additional Time (Additional Rounds)

After the expiry of tender primetime the additional three rounds will be launched, however the participation therein is not mandatory. During additional rounds each bidder is entitled to reduce the price, submitted thereby during the primetime or withdraw the bid. The System has special fields for additional rounds, as shown on the picture below.

1st round of trade			
Start	End	Bidder	Amount
2nd round of trade			
Start	End	Bidder	Amount
3rd round of trade			
Start	End	Bidder	Amount

In the first round the order of reduction of price by bidders is defined according to prices, submitted during the primetime. Specifically, the first offer in the first round shall be made by the bidder, who offered the highest price during the primetime, in the second round – by bidder, who offered the highest price before the commencement of this round, and in the third round – by bidder, who submitted the highest price before the commencement of this round.

Remember!!!

Each bidder will be able to make offer during all three rounds of e-tendering only **within a period of 2 minutes**, when its turn comes.

In each round the final price is offered by bidder, who offered the lowest price before the commencement of the round concerned.

As already mentioned there is a break after the expiry of the primetime, which unlike the second and third breaks, lasts for **5 minutes** instead of 2 minutes. The first break is followed by the first round. The screen will display the picture similar to the one, given below, with the indication “**First round.**” In the same window the bidder will see the information about the commencement and completion of the respective round and the order of the bidders with the indication of the exact time.

Tender SPA110022022		Tender Documentation		Offers	Results
0 Hours	0 Minutes	50 Seconds	First Round		
		Refresh		Payments	Tech. Documentation
...	Start	End	Bidder		
First Round	18:05	18:07	Bidder #4 (MASTER-PRINT)		
First Round	18:07	18:09	Bidder #2		
First Round	18:09	18:11	Bidder #1		
First Round	18:11	18:13	Bidder #3		



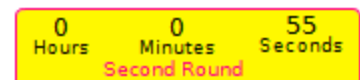
A bidder, who offered the highest price during the primetime, will be the first to submit the bid price with the help of the window, similar to the one, given below.

Amount (4`210 or less)				Offer
...	Start	End	Bidder	
First Round	18:05	18:07	Bidder #4 (MASTER-PRINT)	
First Round	18:07	18:09	Bidder #2	
First Round	18:09	18:11	Bidder #1	
First Round	18:11	18:13	Bidder #3	

The bidder should specify the amount, he wants to offer next to the “**Amount**” field and then press the “**Offer**” button.

When the first bidder makes an offer the System will allow the second one to offer his price ***within a period of 2 minutes*** according to the procedure and order, described above. The other bidders (if there are such) will submit their bid prices according to the same procedure and order.

Once all the bidders have submitted their bid price in the first round, the round will end, the next break will be announced and the announcement, like the one on the picture to the right, will be displayed.



Then the window like the one given below will appear on the screen, which will display the results of the first round.

1st round of trade			
Start	End	Bidder	Amount
16/12 18:05	16/12 18:07	MASTER-PRINT (Bidder #4)	1`475
16/12 18:07	16/12 18:09	Bidder #2	1`400
16/12 18:09	16/12 18:11	Bidder #3	1`370
16/12 18:11	16/12 18:13	Bidder #1	1`369

After the end of the ***second break***, the **second round** will be launched. The screen will display the window stating “***Second round***”. The same window will also display the detailed information about bid submission, commencement, end and order.



Tender SPA110022022	Tender Documentation	Offers	Results
0 Hours 0 Minutes 55 Seconds Second Round	Refresh	Payments	Tech. Documentation
...	Start	End	Bidder
Second Round	18:15	18:17	Bidder #4
Second Round	18:17	18:19	Bidder #2
Second Round	18:19	18:21	Bidder #1
Second Round	18:21	18:23	Bidder #3

Attention!!!

If a bidder decides not to participate in additional rounds the price, offered during the primetime will remain valid.

When all the bidders submit their bids in the **second round**, the round will end, the next break will be announced and the window, like the one given to the right will be displayed on the screen.

0 Hours 0 Minutes 16 Seconds Third Round

At the same time, the screen will also display the window, like the one on the below picture, which will provide for the results of the bidding in the **second round**, together with those of the first round. If the field of each bidder in the rounds' table remains inactive (is light grey) when its turn comes, it means that the bidder did not participate in the round concerned and his bid price remained unchanged.

1st round of trade			
Start	End	Bidder	Amount
16/12 18:05	16/12 18:07	NEXTSTAGE (Bidder #4)	1`475
16/12 18:07	16/12 18:09	Bidder #2	1`400
16/12 18:09	16/12 18:11	Bidder #1	1`370
16/12 18:11	16/12 18:13	Bidder #3	1`369
2st round of trade			
Start	End	Bidder	Amount
16/12 18:15	16/12 18:17	NEXTSTAGE (Bidder #4)	1`350
16/12 18:17	16/12 18:19	Bidder #2	1`400
16/12 18:19	16/12 18:21	Bidder #1	1`335
16/12 18:21	16/12 18:23	Bidder #3	1`333

After the end of the **third break** the **third round** will be launched. The screen will display the window stating **"Third round"**. The same window will also display the detailed information about bid submission, commencement, end and order.



Tender SPA110022022	Tender Documentation	Offers	Results
0 Hours 1 Minutes 20 Seconds Third time	Refresh	Payments	Tech. Documentation
...	Start	End	Bidder
Third Round	12:25	12:27	Bidder #2
Third Round	18:27	12:29	MASTER-PRINT (Bidder #4)
Third Round	12:29	12:31	Bidder #1
Third Round	18:31	18:33	Bidder #3

After the expiry of the timelines for the submission of bids for all the bidders and the end of additional rounds, the System will display the results of additional rounds, as shown on the picture below.

1st round of trade			
Start	End	Bidder	Amount
16/12 18:05	16/12 18:07	MASTER-PRINT (Bidder #4)	1`475
16/12 18:07	16/12 18:09	Bidder #2	1`400
16/12 18:09	16/12 18:11	Bidder #1	1`370
16/12 18:11	16/12 18:13	Bidder #3	1`369
2nd round of trade			
Start	End	Bidder	Amount
16/12 18:15	16/12 18:17	MASTER-PRINT (Bidder #4)	1`350
16/12 18:17	16/12 18:19	Bidder #2	1`400
16/12 18:19	16/12 18:21	Bidder #1	1`335
16/12 18:21	16/12 18:23	Bidder #3	1`333
3rd round of trade			
Start	End	Bidder	Amount
16/12 18:25	16/12 18:27	Bidder #2	1`400
16/12 18:27	16/12 18:29	MASTER-PRINT (Bidder #4)	1`300
16/12 18:29	16/12 18:31	Bidder #1	1`320
16/12 18:31	16/12 18:33	Bidder #3	1`299

After the end of all three rounds the System will categorise the bids according to decreasing principle (in the case of similar prices the preference is given to the bidder, who was the first to offer this price), as shown on the picture below.

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
Novo Nordisk A/S	1`400 15.12.2010 19:55	1`479 15.12.2010 19:48	[2] View
დელტა-კომი «DELTA-COMM»	1`320 16.12.2010 18:28	1`500 15.12.2010 19:19	[7] ★★★★★ View
NEXTSTAGE	1`300 16.12.2010 18:25	1`500 16.12.2010 17:49	[4] ★★★★★ View
CITI OF SEA	1`299 16.12.2010 18:32	1`399 16.12.2010 17:52	[5] ★★★★★ View

A star means the number of participations in additional rounds, the participant “Novo Nordisk A/S” did not participate in additional rounds and respectively has no star.



8. Tender Results

8.1 Identifying a winner and procurement contract

After bidding is completed in a specific e-tender, you, as a Procuring Entity will have the possibility to award the contract commensurate with the procedure, envisaged by law.

First of all, you will have to access the e-tender, announced by you after the acceptance of bids is over and press the **“Results”** button. After pressing this button the picture, like the one, given below will be displayed on the screen, with help of which window you will have to upload the Minutes of all the respective sittings of the Tender Commission and all the other documents related to the tender concerned.

The „Browse” button will allow you to search for and select the document, stored on your computer, then you will have to give the short description of the document in **“Description”** field and upload it into the System by pressing **“Upload”** button.

Remember!!!

The minutes of the Tender Commission and the documentation should be uploaded into the System as soon as they are signed.

8.2 Selection/Evaluation

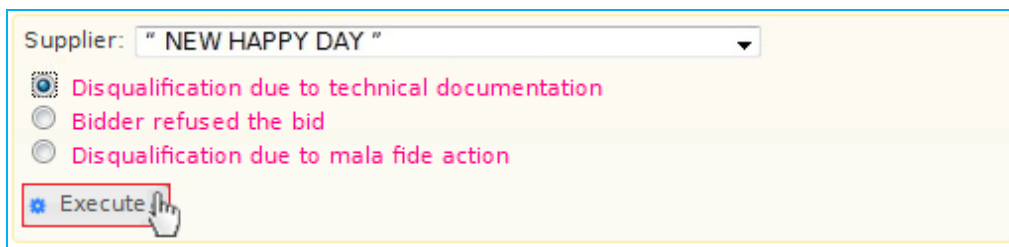
After uploading the minutes of the Tender Commission and the other relevant document/documents (if there is/are such), the System will automatically assign the status **“Selection/Evaluation”** to the e-tender, which, like the below picture, will appear in the case of all the e-tenders having the same status.



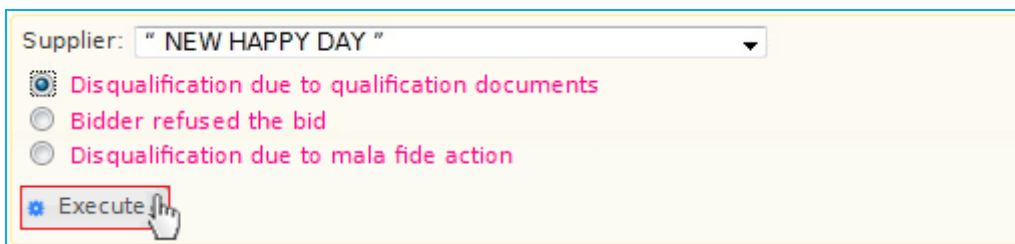
8.2.1 Types of Disqualification

Following the completion of reverse auction, when the Procuring Entity uploads the minutes of the Tender Commission and the System automatically assigns the status **“Selection/Evaluation”** to the e-tender, the Procuring Entity will be in the position to identify the winner (if there is such) or disqualify a bidder commensurate with the procedure, envisaged by law.

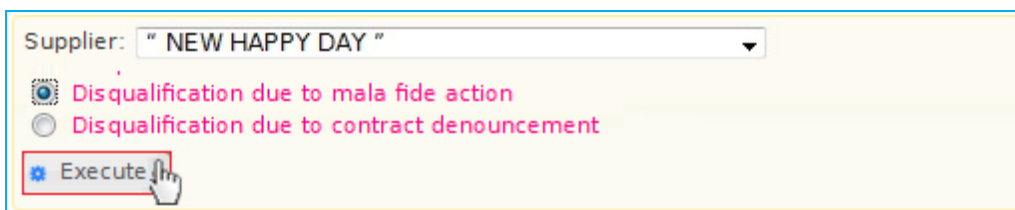
A bidder should be disqualified by using the buttons, shown on the below picture, which buttons depend on the status of the tender. The picture demonstrates the disqualification buttons, which correspond the **“Selection/Evaluation”** status.



In the case of **“Winner Identified”** status the following disqualification buttons will appear:



In the case of **“Contract Finalization”** status the following disqualification buttons will appear:



Attention!!!

Before pressing **“Enter”** button the Procuring Entity is required to upload the minutes of the Tender Commission specifying the reasons of disqualification of the bidder.

After the selection of each button and pressing **“Enter”** button the window, like the one given below, will appear on the screen, with the help of which window the disqualification of the bidder is confirmed according to circumstances, envisaged by law.



Disqualification due to technical documentation
" NEW HAPPY DAY "
 Guarantee amount will be refunded
☒ I agree. Document uploaded
 Are You sure?

Each type of disqualification has its consequences, envisaged by law (refunding of guarantee amount or enforcing the guarantee, sending a request to the SPA on the entry into the Black List), and, respectively, after pressing **"Enter"** button the above explanatory message will be displayed on the screen. Consequently, the System will not allow the disqualification until the Procuring Entity ticks the field: **"I have read and uploaded the respective document."**

Attention!!!

After each disqualification the tender status will automatically changed to **"Selection/Evaluation"** status if there are the other bidders.

8.3 No Bids Received

If no bidder submitted a bid in an e-tender, the System allows only for assigning **"No Bids Received"** status by using the system field, intended for these purposes.

Change tender proceeding status

In this case, as shown on the above picture, you press **"Assign"** button and the System will automatically assign the final status to the e-tender **"No Bids Received"** and the tender having this status will look like the picture, given below.

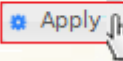
Simplified Electronic Tender No bids received
 Tender Registration number: **SPA110000513**
 Tender announcement date: 08.07.2011
 Bid submission deadline: 14.07.2011
 Procuring entity: **არარეზიდენტთა სამართლებრივი დანმარების სააგენტო**
 Procuring category: **09200000-Petroleum, coal and oil products**
 Procurement estimated value: **154225 GEL**

8.4 Winner Identified

If at least one bid (the tender documentation and bid price, which is submitted by using system field, allocated for these purposes) was submitted in an e-tender and the bidder concerned was not disqualified by the Procuring Entity the System allows for assigning only the **"Winner Identified"** status.



Change tender proceeding status

Winner identified ▼ 

In this case you press the “Assign” button, as shown above and the System will automatically assign the “Winner Identified” status to the e-tender and the tender having this status will look like the picture, given below.

 **Simplified Electronic Tender**

Tender Registration number: **SPA110000513**

Tender announcement date: 08.07.2011

Bid submission deadline: 14.07.2011

Procuring entity: **არარეზიდენტთა სამართლებრივი დახმარების სააგენტო**

Procuring category: **09200000-Petroleum, coal and oil products**

Procurement estimated value: **154225 GEL**

Contract awarded
Winner: **სასწავლო ცენტრი**
Bidders - 3

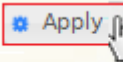
Attention!!!

The “Winner Identified” status is a transitional and not final status of a tender.

8.5 Contract not Awarded

If at least one bid (the tender documentation and bid price, which is submitted by using system field, allocated for these purposes) was submitted in an e-tender and all the bidders were disqualified by the Procuring Entity the System allows for assigning only “Contract not Awarded” status.

Change tender proceeding status

Contract not awarded ▼ 

In this case you press the “Assign” button, as shown above and the System will automatically assign the final “Contract not Awarded” status to the e-tender and the tender having this status will look like the picture, given below.

 **Simplified Electronic Tender**

Tender Registration number: **SPA110000513**

Tender announcement date: 08.07.2011

Bid submission deadline: 14.07.2011

Procuring entity: **123 - ეკონომიკის პრობლემების კვლევის ცენტრი**

Procuring category: **09200000-Petroleum, coal and oil products**

Procurement estimated value: **154225 GEL**

Contract not awarded
Winner: **სასწავლო ცენტრი**
Bidders - 3

8.6 Contract Finalization

After assigning the “Winner Identified” status to the e-tender, the System will not allow you to change the status of the e-tender concerned, unless you have uploaded the minutes of Tender



Commission and the other relevant document/documents (if there are such). An example of attachment of a document is given on the picture below. Then you select the file and upload the minutes of Tender Commission by pressing “**Attach**” button.

After uploading the minutes of Tender Commission and the other relevant document/documents (if there are such), the System will automatically assign one of the two possible statuses:

a) “**Contract Finalization**” - Until there is at least one active (not disqualified) bidder the System allows for assigning only the “**Contract Finalization**” status.

The tender having this status will look like the picture, given below.

b) “**Contract not Awarded**” – if all the bidders participating in the tender were disqualified. After uploading the minutes of Tender Commission and the other relevant document/documents (if there are such), the System allows for assigning only the “**Contract not Awarded**” status.

The tender having this status will look like the picture, given below.



8.7 Contract Awarded

“**Contract Awarded**” is one of the final statuses of an e-tender. This status can be assigned to the tender as easily and comfortable as any other statuses.

After assigning “**Contract Finalization**” status to a specific e-tender in full compliance with the above described procedure, the System will allow you to assign “**Contract Awarded**” status thereto with the help of the window, like the one, given below.

1. The System will automatically enter the winner bidder in “**Winner**” field;

Remember!!!

A bidder can be disqualified only by using system buttons, after uploading the respective minutes into the System. Without following the order of these procedures, you will not be able to select/evaluate the next bidder and award the contract thereto.

2. By using the „**Browse**” button located next to “**Contract**” field you will select the scanned version of the contract made in compliance with statutory requirements in your computer;
3. You enter the Contract number in “**Contract Number**” field;
4. You check the amount in “**Contract Value**” field which amount is automatically generated by the System according to minimal offer of the selected bidder. If the value of the contract made with the mentioned bidder is less than the amount of the latter’s minimal offer, the amount generated by the System should be edited and the amount, the contract was made about should be specified;
5. With the help of two calendars you specify the Contract validity period in “**Contract Valid**” field.

After the accomplishment of the procedures described in “1”-“5” paragraphs you will upload the copy of the contract into the System by pressing “**Attach**” button and the window like the one shown on the below picture will be displayed.

In order to avoid any mistakes the System allows you to delete the Contract and substitute the mistakenly uploaded Contract or/and change the inaccurate data entered into the System about the



Contract before assigning “**Contract Awarded**” status to the tender by pressing “**Delete Contract**” button.

Remember!!!

After assigning the final status “**Contract Awarded**” it will be impossible to substitute the uploaded Contract or/and data entered into the System about the Contract. Due to this reason, before assigning the final status, please, check carefully the Contract or/and accuracy of the data entered into the System about the Contract in order to avoid any mistakes.

Once you are sure about the accuracy of the Contract or/and data entered into the System about the Contract you can assign the “**Contract Awarded**” status to the tender, as shown on the below picture.

Contract

Umbro-Georgia

No./Amount: N4784 / 1200 GEL

Contract validity: 06.09.2011 - 07.09.2011

12.09.2011 22:37

Views: 3

Open/Download

Delete Contract

Change tender proceeding status

Contract awarded Apply

In this case, as shown on the above picture, you press “**Assign**” button and the System will automatically assign the final “**Contract Awarded**” status to the e-tender and the tender having this status will look like the picture, given below.

Simplified Electronic Tender

Finalization of contract

Bidders - 1

Tender Registration number: SPA110000513

Tender announcement date: 08.07.2011

Bid submission deadline: 14.07.2011

Procuring entity: 123 - ეკონომიკის პრობლემების კვლევის ცენტრი

Procuring category: 09200000-Petroleum, coal and oil products

Procurement estimated value: 154225 GEL

8.8 Contract Amendment

After assigning “**Contract Awarded**” status, the System allows for uploading an amendment if the Contract is amended. The amendment can be added with the help of the picture, given below.

Attach Agreement update

Winner Umbro-Georgia

Agreement C:\Users\Administrator\Desktop\satesto dok\

Agreement No. 162

Agreement amount 1200 00 Lari/tetri

Agreement validity 14.06.2011 10.09.2011

Attach



- 1 The System will automatically enter the name of the winner, the Contract is made with, in “**Winner**” field. By using the „**Browse**” button located next to the “**Contract Amendment**” field you will select the scanned version of the amendment to the contract made in your computer in compliance with statutory requirements;

Remember!!!

After uploading the “**Contract Amendment**” it will not be subject to editing.

If the amendment is uploaded incorrectly by the Procuring Entity, the SPA shall not bear the responsibility for consequences and any mistake, made due to the negligence of the Procuring Entity will be the sole responsibility of the latter.

- 2 You enter the Contract number in “**Contract number**” field;
- 3 You enter the contract value in “**Contract Value**” field;
- 4 With the help of two calendars you specify the Contract validity period in “**Contract Valid**” field.

After the accomplishment of the procedures described in “1”-“4” paragraphs you will upload the copy of the contract amendment into the System by pressing “**Attach**” button and the window like the one shown on the below picture will be displayed.

Contract updates

Update 1

No./Amount: N333 / 699 GEL

Contract validity: 01.01.2001 - 01.01.2011

10.03.2011 16:03

Views: 2



Open/Download

9. Keyboard switch over

You can switch over from Georgian to Latin font (vice versa) in the System. It is possible by using symbol „~”, like the one shown on the picture below.





10. Terms Used in the User Manual

N	Term	Definition
1	Field	Any place, where a System user enters specific information (e.g. Name, identification code, etc.)
2	System registered user	A person registered in the System (Procuring Entity/Supplier), having a username and a password
3	Guest	Any interested person, who is able to see, online any information, maintained in the System under the status of a “Guest” (a Guest is not entitled to announce an e-tender and submit bids)
4	e-tender	For the purposes of the User Manual of the Unified Electronic System of State Procurement shall mean an electronic tender and/or a simplified electronic tender.
5	Logging-in	Action, undertaken by a System user under its username and password
6	Contender Procuring Entity	Status, assigned to a procuring entity after filling-in the application for user registration and logging-in, until the System registers the Procuring Entity as a Procuring Entity.
7	User activation	Allowing a user to log-in by using the personal username and password
8	Tender transitional statuses	“Tender Announced”, “Bidding Commenced”, “Selection/Evaluation”, “Winner Identified”, “Contract Finalization”
9	Tender final statuses	“Contract Awarded”, “Tender Cancelled”, “No Bids Received”, “Contract not Awarded”

Attention!!!

The screenshots, given in the User Manual may change along with the further improvement of the System.